



JOB DESCRIPTION AND PERSON SPECIFICATION

1) Job Title: Program Driver

Reports To: Program Administrator/HR

Direct Reports:

Contract Details: Fixed

Job Grade:

Job Purpose:

To provide secure and timely driving services to transport FRA staff, visitors and/or goods; maintain the organization's vehicles and; support FRA,s Programme Administration and logistics functions in accordance with FRA Policies and Procedures as well as Uganda traffic laws

This will be achieved by reviewing and understanding broadly the organization frameworks and specifically the Transport policy in line with the organizational Finance, Administration and Human Resource manuals and the context surrounding the Organizational mandate.

Job Summary:

The incumbent will drive authorized passengers, goods and services (information) and check the mechanical condition of the vehicles regularly and act accordingly in line with FRA policies.

Other Key Responsibilities

- Provide driving services for FRA Staff and others involved with our projects as instructed by line managers.
- Ensure sound running of the vehicle assigned and check basic maintenance (Oil, Coolant, water, tire pressure, battery water) regularly
- Maintain a daily log sheet for all trips, mileages and fuel consumption for monthly checking by line manager.
- Compile information required for monthly vehicle reports to be submitted to the line manager, ensuring that all major incidents re reported to the Programme Administrators immediately.



- Determine when and what kind of maintenance the vehicle requires, keep track of general maintenance schedules.
- Ensure that vehicle are clean at all times both interior and exterior
- Keep track of timely car insurance renewals.

In addition, the incumbent just like any other FRA Staff is expected to:

- To adhere to organizational values and to actively promote their application amongst colleagues.
- To undertake tasks in a creative, self-driven and innovative manner
- To identify and implement additional tasks/ideas of benefit to the organization (whether directly linked to one's job or not).
- Establish and develop effective work relationship with entire FRA Staff, volunteers, interns, member organization staff, government staff to ensure team work and integration.
- Participate in team decision making process including but not limited to, planning and review meetings, staff meetings and events.
- Adhere to all FRA organizational policies

Required Qualifications

- 'O' Level Certificate as the minimum qualification required.
- A certificate in Mechanical Engineering is an added advantage desired
- At least 2 years' experience in driving manual vehicles for long field routes is required.
- Certificate in defensive driving is an added advantage

Experience Required

- A clean driving record, valid Uganda driving permit classes B, DL, CN, and DN and valid International driving permit.
- Good knowledge of vehicle maintenance/mechanics
- A good command of both verbal/spoken and written English is necessary
- Defensive driving skills\



- Good knowledge on use of office machines (Copiers, scanners, telephone switchboards etc.)

Desired: Experience with driving Official vehicles on long distance and field routes



2) Job Title: Office Guard

Reports To: Program Administrator/HR

Direct Reports:

Contract Details: Fixed

Job Grade:

Job Purpose:

To maintain safe and secure environment for FRA clients and employees by patrolling and monitoring premises and personnel

This will be achieved by understanding broadly the organization operating environment and the organizational Finance, Administration and Human Resource.

Job Summary:

Maintains safe and secure environment for FRA clients and employees by patrolling and monitoring premises and personnel.

Other Key Responsibilities

- Secures premises and personnel by patrolling property; monitoring surveillance equipment; inspecting buildings, equipment, and access points; permitting entry.
- Obtains help by sounding alarms.
- Prevents losses and damage by reporting irregularities; informing violators of policy and procedures; restraining trespassers.
- Controls traffic by directing drivers.
- Completes reports by recording observations, information, occurrences, and surveillance activities; interviewing witnesses; obtaining signatures.
- Maintains environment by monitoring and setting building and equipment controls.
- Maintains organization's stability and reputation by complying with legal requirements.
- Ensures operation of equipment by completing preventive maintenance requirements; following manufacturer's instructions; troubleshooting malfunctions; calling for repairs; evaluating new equipment and techniques.



- Contributes to team effort by accomplishing related results as needed.

In addition, the incumbent just like any other FRA Staff is expected to:

- To adhere to organizational values and to actively promote their application amongst colleagues.
- To undertake tasks in a creative, self-driven and innovative manner
- To identify and implement additional tasks/ideas of benefit to the organization (whether directly linked to one's job or not).
- Establish and develop effective work relationship with entire FRA Staff, volunteers, interns, member organization staff, government staff to ensure team work and integration.
- Participate in team decision making process including but not limited to, planning and review meetings, staff meetings and events.
- Adhere to all FRA organizational policies.

Required Qualifications and Experience

- Lifting, Surveillance Skills, Deals with Uncertainty, Judgment, Objectivity, Dependability, Emotional Control, Integrity, Safety Management, Professionalism, Reporting Skills
- 'O' Level Certificate as the minimum qualification required.
- A training in security controls is an added advantage desired
- At least 2 years' experience in working in a similar assignment.
- A clean and reputable crime record

Desired: A clean crime record

Statement of Safe Guarding

According to Food Rights Alliance organizational value of accountability, it is our policy to safeguard all individuals involved in Food Rights Alliance work against risks of exploitation and abuse. Food Rights Alliance will not tolerate exploitative or abusive behaviors by anyone associated with the implementation of Food Rights Alliance work.



How to apply

Interested Candidates should send their Application and relevant qualifications and CV to fra@frauganda.org by close of business on April 1 2020. Your mail subject should indicate the position